

June '09						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July '09						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '09						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dates & Shifts: June _____ July _____

Shifts: 1) 3:00-6 _____
2) 6-8:30 _____

**Westfield Market
2009**

September '09						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Please circle positions:

- **Market Co-Managers shift 1 (3-6pm)**
 - Calls volunteers on their shift the week prior to confirm attendance
 - Communicates with Market Master Schaaf
 - Arrives and sets out signs for vendors
 - Sets up Farmer's Market Info table
 - Coordinates with entertainment
 - Collects booth fees
 - Is available to handle issues that may arise
 - Makes announcements
- **Market Co-Managers shift 2 (6-8:30)**
 - Calls volunteers on their shift the week prior to confirm attendance
 - Communicates with Market Master Schaaf
 - Collects booth fees and comments
 - Is available to handle issues that may arise
 - Makes announcements
 - Tears down Farmer's Market Info table
 - Gathers numbers from the counters
 - Collects vendor signs
 - Look over the market after vendors have departed for the evening.
 - Collects any lost and found items
 - Is available to handle issues that may arise
- **Greeters and Counters - shifts 1 & 2**
 - Mans one of the entrances
 - Greets and counts visitors as they enter
 - Turns numbers into Co-Manager
- **Floater - shifts 1 & 2**
 - Assist Market co-managers with their duties
 - Keeps and eye out for anything that might need attention
- **Alternates - shifts 1 & 2**
 - On call only if needed

Total volunteers for each Friday: 10

- Market Co-Managers shift 1 2 volunteers
- Market Co-Managers shift 2 2 volunteers
- Greeters & Counters -shifts 1 & 2 2 volunteers
- Floater - shifts 1 & 2 2 volunteers
- Alternate - shifts 1 & 2 2 volunteers

Please return completed form to Julie Sole
Fax: 804-3035 or Email: info@westfield-chamber.org
You may also contact her by calling 804-3030

❖ **Name:**

❖ **Phone(s):**

❖ **Email:**